

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: IEP SPECIALIST

POSITION LOCATION: ASDB

POSITION REPORTS TO: Principal

POSITION SUPERVISES: None

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Special Education or related field; three years experience working with deaf and hard of hearing children or blind and/or low vision children; certification or ability to obtain Arizona Teaching Certificate; experience and familiarity with all aspects of Individual Education Plan (IEP) process; expressive and receptive American Sign Language experience.

PREFERRED QUALIFICATIONS:

Master's Degree in Deaf Education or education of the Visual Impaired. Certification in Deaf Education of the Visually Impaired.

MAJOR DUTIES AND RESPONSIBILITIES:

Coordinates planning and scheduling of all IEP meetings, IEP reviews, and Special Education eligibility meetings. Communicates schedule with staff, parents, and school districts. Follows all state, federal requirements and school procedures relating to meeting notification, prior written notice, and other documentation and requirements for IDEA. Ensures that the IEP is complete. Communicates regularly with Supervising Teachers and other staff. Monitors all documentation related to IEP process. Leads IEP meetings and re-eligibility meetings. Coordinates follow-up of issues/concerns raised at IEP meetings. Conducts in-service training on IEP issues. Assists with standardized testing programs. Prepares and reconciles monthly attendance reports. Assists with Extended School Year coordination. Performs other related duties and special projects as assigned. Some evening/weekend work may be required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of Special Education Law; good communication skills; ability to plan, organize and execute work in a timely and efficient manner; ability to work effectively with parents, staff and local school districts; knowledge of Arizona Academic Standards. Knowledge of related services for deaf/hard of hearing students and/or blind and low vision students. Knowledge of compensatory skills for blind and low vision students.